

Message Text

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ACTION FSI-03

INFO OCT-01 AF-08 ISO-00 PER-03 /015 W

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R 211414Z SEP 76

FM AMEMBASSY MONROVIA

TO SECSTATE 2007

UNCLAS MONROVIA 6751

FOR M/FSI B.F. DUNCOMBE

E.O. 11652: N/A

TAGS: AFSI, LI

SUBJECT: MONROVIA NOMINATION FOR OVERSEAS MARKETING RESEARCH
SEMINAR

REF: STATE 214238, STATE 224327

1. EMBASSY WISHES NOMINATE FSL-6 THERESA M. TOGBA TO SUBJECT
SEMINAR SCHEDULED ABIDJAN NOVEMBER 8-19.

2. BACKGROUND: MISS TOGBA WAS EMPLOYED 01/72 AS RECEPTIONIST/
CLERK IN E/C SECTION AT FSL-8 LEVEL. PROMOTED TO FSL-7 07/75.
RECEIVED MERIZORIGUS STEP INCREASE 07/75 IN VIEW OF OUTSTANDING
PERFORMANCE IN ASSUMING DUTIES OF COMMERCIAL ASSISTANT WHO HAD
BEEN TERMINATED SEVERAL MONTHS PREVIOUS. IN 09/75 TOGBA PROMOTED
TO FSL-6 AND FORMALLY ASSIGNED TO COMMERCIAL ASSISTANT POSITION.
HER PERFORMANCE IN THOSE DUTIES HAS BEEN OUTSTANDING.

3. NOMINATION RATIONALE: AS FOR COMPREHENSION OF SPOKEN OR WRITTEN
ENGLISH, ENGLISH IS NATIVE TO MISS TOGBA. SHE ORGANIZES HER
THOUGHTS WELL AND EXPRESSES HERSELF CLEARLY. SHE DRAFTS
ESSENTIALLY WITHOUT ERROR. SHE HANDLES BOTH AMERICAN AND LOCAL
BUSINESSMEN WELL, AND HAS ASSUMED NEW RESPONSIBILITIES EAGERLY.
HAS ENROLLED IN AND IS COMPLETING COMMERCIAL CORRESPONDENCE
COURSE. PERFORMS MANY DUTIES HANDLED BY COMMERCIAL ATTACHE
PRIOR TO HER PROMOTION. HAS SHOWN ABILITY TO GROW IN POSITION
AND POTENTIAL LIMITED PRIMARILY BY LACK OF FORMAL TRAINING.
PARTICIPATION IN SEMINAR WOULD HELP FILL MAJOR DEFICIENCY IN
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POST COMMERCIAL PROGRAM, THAT OF MARKET RESEARCH, WHILE

GIVING COMMERCIAL ASSISTANT ADDITIONAL TRAINING IN MARKETING.
SEMINAR COMES AT APPROPRIATE TIME SINCE COMMERCIAL OFFICER CURRENTLY
ASSIGNED DUE TO BE REPLACED WITHINT TWO MONTHS, AND TOGBA
HAVING RECEIVED TRAINING WOULD BE BETTER PREPARED ASSUME
GREATER RESPONSIBILITIES DURING TRANSITION PERIOD.

4. I CONSTANTLY SEE EXAMPLES OF MISS TOGBA'S FINE WORK AND I
WOULD APPRECIATE FSI GIVING PRIORITY CONSIDERATION TO THE
NOMINATION OF THIS DESERVING LOCAL EMPLOYEE.
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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 21 SEP 1976
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1976MONROV06751
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D760357-0920
From: MONROVIA
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1976/newtext/t19760937/aaaabfuv.tel
Line Count: 71
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION FSI
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 2
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 76 STATE 214238, 76 STATE 224327
Review Action: RELEASED, APPROVED
Review Authority: greeneet
Review Comment: n/a
Review Content Flags:
Review Date: 20 APR 2004
Review Event:
Review Exemptions: n/a
Review History: RELEASED <20 APR 2004 by MaustMC>; APPROVED <29 DEC 2004 by greeneet>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
04 MAY 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: MONROVIA NOMINATION FOR OVERSEAS MARKETING RESEARCH SEMINAR
TAGS: AFSI, LI
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006